

DRAFT MINUTES

Thursday, November 14, 2002

Virginia Department of Transportation Auditorium

Richmond

1:30 p.m. – 4:00 p.m.

ATTENDANCE

COTS Members:

Secretary of Technology George Newstrom	Ken Mittendorff (SCV)
Gary Allen (VDOT)	Wanda Gibson for David Molchany (FFX County)
Tim Bass (VRS)	Lan Neugent (VDOE)
Farley Beaton (Tax)	Gerry Pacyna (SCC)
Cheryl Clark (DIT)	Jim Peters (VEC)
Merritt Cogswell (DSIA)	Charlome Pierce (SCPS)
Hud Croasdale (VA Tech)	Dee Piscella (DOC)
Don Darr (DPB)	Chris Saneda (ABC)
Ray Davis (DGIF)	Bill Shinar (VGIN)
Chris Doss (VIPNet)	Jerry Simonoff (DTP)
Jan Fatouros (DGS)	Ernie Steidle (DRS)
Larry Hengehold (VCCS)	Harry Sutton (DSS)

C. Preston Huff (LVA)	Philip D. Vasquez (DMV)
Joy Hughes (GMU)	Mark Willis (VCU)
Carole Inge (Longwood)	Bill Wilson (DLAS)

Staff:

Jenny Hunter (Executive Director)

WELCOME

COTS Executive Director Jenny Hunter called the meeting to order at 1:35 p.m. and thanked everyone for attending. Ms. Hunter introduced Secretary of Technology George C. Newstrom.

OPENING REMARKS & STRATEGIC PLAN UPDATE

Secretary Newstrom described to the COTS members the gravity of the Commonwealth's fiscal crisis. He noted the year started with budget cuts to fill the \$3.8 billion budget gap. Governor Warner recently addressed the joint money committees of the General Assembly and advised them of an additional \$1.5 billion shortfall—a total of \$5.3 billion. The additional shortfall can be attributed to a number of factors, particularly a lack of growth in the tax base. Experts predicted low growth in revenues—the actual growth rate is between zero and a negative number. Since his address, Governor Warner has closed \$800 million of the additional \$1.5 billion shortfall. The budget process for fiscal year 2003 is not yet over.

Secretary Newstrom reported on the Strategic Plan process. The due diligence phase has been completed and the analysis is underway. Following the analysis, the tactical plan will be implemented beginning in the first quarter of 2003. Governor Warner will provide direction as to the extent of the consolidation efforts. A series of Town Hall sessions with state employees have been scheduled for December. The schedule will be made public once the Governor has provided the direction on the consolidation aspect.

The Secretary has directed careful attention and significant time to the human resources

portion of the consolidation plan. He is working closely with Sara Redding Wilson, Director of the Department of Human Resource Management, to ensure as smooth a transition as possible for all affected IT employees. Teams are also working on procurement reform, and determining how best to bring best practices into the Commonwealth.

APPROVAL OF MINUTES

Ms. Hunter introduced the minutes from the September 24 joint meeting of the Council on Technology Services and the Chief Information Officer Advisory Board. The minutes were approved unanimously and will be posted to the COTS website at www.cots.state.va.us.

COTS EXECUTIVE COMMITTEE UPDATE AND WORKGROUP DISCUSSION

David Sullivan provided an update on the activities of the COTS Executive Committee since the COTS meeting in September. The COTS Workgroup structure has been changed and COTS Workgroups have been realigned with the initiatives of the Strategic Plan.

The Enterprise Architecture, Telecommunications/Voice-Over IP, and Seat Management Workgroups have all become focus groups. The IT Recruitment and Retention Workgroup has been deactivated. The Privacy, Security and Access Workgroup has been reconstituted as the Security Workgroup. The Communications Workgroup has been reconstituted as the Change Management Workgroup. The Web Services and State and Local Application and Network Integration Workgroups have been reconstituted to form the Internet Services Workgroup. Two other Workgroups, Commonwealth Technology Management and Commonwealth Enterprise Systems, have been left as is.

The COTS Executive Committee is working on chartering the three new Workgroups (Change Management, Security, and Internet Services), and plans to present draft charters to the Council at its January meeting.

Dee Piscella asked whether homeland security would be addressed by the Security Workgroup or whether a new Workgroup should be formed. Jerry Simonoff stated homeland security was discussed as part of the Security Workgroup.

Chris Saneda said the Workgroups struggle with how much tactical work the group does vs. advisory duties. David Sullivan said chartering the workgroups is the next step so that clear expectations are laid out.

The Council agreed that the work of the former Workgroups should be archived to the COTS website. Ms. Hunter noted that the most frequently accessed Workgroup site, based on web trend reports, is for Enterprise Architecture. She will ensure the site continues to include information on previous Workgroups.

DIGITAL STATE SURVEY OVERVIEW

Chris Doss, Executive Director of the VIPNet Authority Board, provided an update on Virginia's recent 6th place ranking in the Center for Digital Government's Digital State Survey. He cited David Nims and Janice Akers of the Department of Technology Planning for their assistance in coordinating and compiling the survey responses.

The Digital State Survey is designed for states to grade themselves, and to back up the grades with narratives and URLs. A panel of judges offer numerical scores based on the grades, narratives, and URLs. The Digital State Survey is the most widely read and published survey of its kind and is considered to be the broadest and most objective.

The questions are developed by the Center for Digital Government, and change from year to year. The Commonwealth cannot control or anticipate the questions or the wording of the questions, but it can control the pace of development of digital government.

The survey is divided into eight categories and is dispensed in three sections. Virginia received its lowest ranking in the Law Enforcement and the Courts category (18th). Electronic filing of court documents in other states has pushed ahead of Virginia, and other states have a better-networked criminal history information system. Virginia did not have a strong showing in the Digital Democracy category due to the fact off-site access to public sessions and hearings is not done in the Commonwealth. Similarly, Virginia has not made the same level of investment as have other states in electronic voting equipment.

Virginia had a first place finish in the E-Commerce category, and eVA was featured as a best practice. Virginia placed 14th in the Tax and Revenue Category. Virginia placed 6th overall, moving up from 28th place in the 2001 Digital State Survey. No other state improved as much as Virginia in the rankings. For more information about the survey, visit www.centerdigitalgov.com.

COVITS 2002 AND 2003

Ms. Hunter discussed plans for COVITS 2003 and shared statistics on COVITS 2002.

There were more than 730 attendees at COVITS 2002, and feedback from individuals from government and the private sector indicate that the conference was the most successful COVITS to date. Secretary Newstrom announced at COVITS the location of COVITS 2003 at The Hotel Roanoke and Conference Center in Roanoke, Virginia. COVITS 2003 will be held in partnership with Virginia Tech.

The Secretary's goals for COVITS 2003 are to transform the conference into a world-class event, showcase the technology opportunities and successes in the Southwest region of Virginia, and foster new business development. COVITS 2003 will be held September 21-23, 2003, and will feature internationally acclaimed speakers and leaders, primarily focused on the topic of security.

NEW BUSINESS/PUBLIC DISCUSSION/CLOSING REMARKS

No new business was introduced.

ADJOURN

Ms. Hunter thanked everyone for coming and adjourned the meeting at 3:45 p.m.

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